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**HEADQUARTERS' OFFICE
EMPLOYEES' STATE INSURANCE CORPORATION
PANCHDEEP BHAWAN, C.I.G. ROAD, NEW DELHI
(ISO: 9000-2001 Certified)**
Website: <http://esic.nic.in> / www.esic.org.in

No.D-13/11/Circular/2014/Genl.

December 15, 2014

To,

1. All Regional Directors/Director, ROs
2. All Joint Director I/cs, SROs/Dos
3. IC (NTA)
4. D(M)D, D(M), Noida, Director, ESIH K.K. Nagar
5. All Deans ESIC Medical/Dental Colleges
6. All Medical Superintendents, ESIC Model Hospitals
7. Joint Director, E-V, Hqrs.' Office.
8. WCM for uploading on website/Guard File/ Hindi Cell.

Subject : Introduction of Aadhaar Enabled Bio-metric Attendance System.

Sir/Madam,

The Ministry of Labour & Employment vide their Office Memorandum No.A-42020/03/2013-Adm.I dated 08.12.2014 has forwarded a copy of DoPT OM No.11013/9/2014-Estt. (A-III) dated 21.11.2014 on the aforementioned subject.

A copy of the same is forwarded herewith for necessary action and strict compliance at your region.

This issues with the approval of A.C. (P&A)

Yours faithfully,

Encl.:a/a

**(A.K. Sharma)
Joint Director (Genl.)**

वेबसाइट की विषय-सूची का प्रबन्धन
Website Contents Management
जारी सं./Diary No. 849
दिनांक / Date 16/12/14

Most Immediate


No. A-42020/03/2013-Adm.I
Government of India/Bharat Sarkar
Ministry of Labour & Employment/Shram aur Rozgar Mantralaya

New Delhi, dated the 08 December, 2014

OFFICE MEMORANDUM

Subject:- Introduction of Aadhaar Enabled Bio-metric Attendance System.

Please find enclosed herewith a DoP&T O.M No-11013/9/2014-Estt (A-III) dated 21st November, 2014 on the above-mentioned subject for information and compliance by all concerned.



(Pawan Kumar)

Under Secretary to the Govt. of India

To,

1. DGET
2. CLC(C)
3. DGLW
4. DGFASLI, Mumbai.
5. DGLB, Chandigarh.
6. DGMS, Dhanbad-862001.
7. ESIC, Panchdeep Bhawan, CIG Road, New Delhi.
8. EPFO, 14 Bhikaji Cama Place New Delhi.
9. CBWE, Nagpur-440033.
10. VVGNI, Noida Gautam Budh Nagar U.P.
11. CLS.II, in respect of CGIT.

Copy to,

1. All the officers/ Officials working in the Ministry of Labour & Employment (Main Secretariat).

1. For compliance both at Hqs as well as at all the field offices.
2. PU submit work comp. by 12/12

JO(6)
RSP/K
11/12/14

11/12
ACC(P&A)

chm
12/12/14

No: 11013/9/2014- Estt (A-III)
Government of India
Ministry of Personnel, Public Grievances, & Pensions
Department of Personnel & Training

New Delhi, dated 21st November 2014.

OFFICE MEMORANDUM

Sub: Introduction of AADHAR Enabled Bio-metric Attendance System

It has been decided to use an AADHAR Enabled Bio-metric Attendance System (AEBAS) in all offices of the Central Government, including attached/ sub-ordinate Offices, in India. The system will be installed in the offices located in Delhi/ New Delhi by 31st December 2014. In other places this may be installed by 26th January 2015

2. The equipment will be procured by the Ministries/ Departments as per specifications of DeitY on DGS&D Rate Contract from authorized vendors. The expenditure will be met by the Ministries/ Departments concerned under their O.E. The manual system of attendance may be phased out accordingly.

3. The Department of Electronics and Information Technology (DeitY) will provide the technical guidance for installing the system. The equipment already procured by DeitY have a built in AMC of three years. The Ministries/ departments may ensure that the equipment being procured by them have similar provision.

4. Biometric attendance system is only an enabling platform. There is no change in the instructions relating to office hours, late attendance etc. which will continue to apply. As per extant instructions, (contained in DoPT O.M. No: 28034/8/75- Estt-A dated 04-07-1975; No:28034/10/75-Estt-A dated 27-08-1975; No: 28034/3/82 -Estt-A dated 05-03-1982) half-a-day's Casual Leave should be debited for each day of late attendance, but late attendance upto an hour, on not more than two occasions in a month, and for justifiable reasons may be condoned by the competent authority. In addition to debiting Casual Leave (or Earned Leave, when no CL is available). Disciplinary action may also be taken against government

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No: 11013/9/2014- Estt (A-III), dated 21-11-2014

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servants who are habitually late. Early leaving is also to be treated in the same manner as late coming.

5. These orders come into force with immediate effect.

6. All Ministries/ Departments are requested to bring this to the notice of all concerned.


(J.A. Vaidyanathan)
Director (Establishment)
Tel: 23093179

To:
All Ministries/ Departments (As per standard list)

CIRCULAR

Subject: - Punctuality in attendance

Punctuality is a wonderful trait of a person which is admired and respected. Observance of punctuality at the workplace is more important because it is here that one gets paid for the hours he/she puts in.

2. Every member of the Staff/Officer is expected to be in his or her seat and to start work by 09.00 a.m. unless he/she has previously obtained special permission for late attendance. Ten minutes grace may be allowed in respect of arrival time to cover any unforeseen contingencies. Persons reaching office during this period of grace are nevertheless late but such late coming may be condoned unless it becomes a matter of frequent occurrence. Half a day's casual leave is to be deducted from a Government Servant's Casual Leave Account for each day's late attendance.

3. However, it is seen that despite issuance of instructions from time to time with regard to the need to observance of punctuality, it is noted that most of the officers and staff do not observe punctuality. This unpleasant situation has been taken note of and viewed seriously by Secretary (CA). In this connection attention is invited to Rule 3(1) (ii) of CCS (Conduct) Rules, 1964 which stipulates that every Government Servant shall maintain devotion to duty. Habitual late attendance is viewed as conduct unbecoming of a Government servant and disciplinary action may be taken against Government servant. It is also added that punctuality in attendance is to be observed by Government servant at all levels.

4. To ensure punctuality by all, the following instructions are reiterated for scrupulous compliance by all officers and staff:

- (i) All Officers and staff should mark attendance on the Biometric Attendance System (BAS) without fail. All are expected to be in their seat by 9.00 AM unless he/she has previously obtained special permission for late attendance.
- (ii) Those officers/staff who are still not registered on the BAS are directed to register themselves without fail.

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- (iii) In the event of any technical glitch in the system, attendance may be marked in the Register maintained in the Admn.I.
 - (iv) Late coming must always be reported to the immediate controlling officer and for any lapse on this account, the Officer/staff concerned would personally be responsible.
 - (v) Attendance in the Biometric Attendance System would be monitored on regular basis and the cases of habitual late comers would be submitted to the Secretary (CA) for appropriate administrative action.
 - (vi) Surprise attendance check at all levels would also be undertaken.
5. The above instructions may be noted by all concerned for strict compliance.



(A ASHOLI CHALAI)

Joint Secretary to the Government of India

To

1. All Officers/staff
2. PSO to Secretary(CA)
3. E-Governance Cell with the request to post it on Ministry's website

Copy for information and necessary action to:

All Regional Directors with the request to ensure punctuality in all offices under their administrative control.